



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

February 13, 2007

Ken Sagar, Treasurer  
Iowa Democratic Party  
5661 Fleur Drive  
Des Moines, IA 50321

**Response Due Date:**  
**March 19, 2007**

Identification Number: C00035600

Reference: 12 Day Pre-General Report (10/1/06-10/18/06)

Dear Mr. Sagar:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Schedule H4 of your report discloses reimbursements to individuals for "Beverages, Cell Phone, Cell Phone, Office Supplies, Postage, Meals, Mileage, Beverages, Mileage, Cell Phone, Mileage, Cell Phone, Office Supplies, Mileage, Employment Ads, Office Supplies, Mileage, Meals, Mileage, Office Supplies, Mileage, Postage, Office Supplies, Office Supplies, Office Supplies, Beverages, Office Supplies, Cell Phone, Office Supplies and Meals, Postage, and Postage, Office Supplies." Please be advised that when itemizing reimbursements to individuals for goods or services, payment to the original vendors must be itemized as memo entries regardless of amount. Each memo entry must include the name and address of the original vendor, as well as the date, amount and purpose of the original purchase must be provided. Please amend your report to include the missing information and clearly identify on the Schedule H4, which reimbursement each memo entry relates to. 11 CFR §§104.10 and 104.17, and Advisory Opinions 1992-1 and 1996-20, footnote 3

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule(s) H4 of your

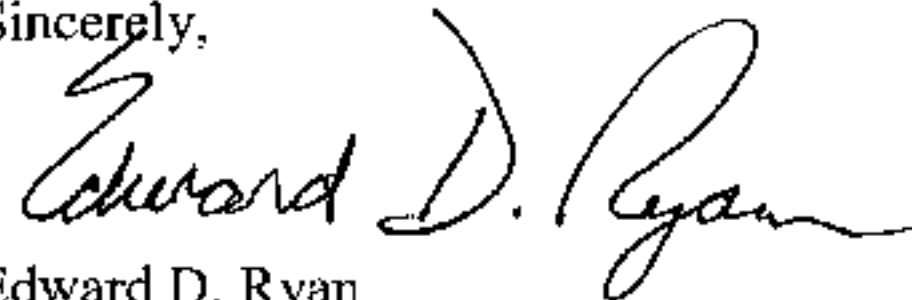
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report to clarify the following description(s): "**Payroll Processing Fees and Office Supplies.**" For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

**Please note, you will not receive an additional notice from the Commission on this matter.** Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694 - 1144.

Sincerely,



Edward D. Ryan  
Campaign Finance Analyst  
Reports Analysis Division

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